

ANNUAL REPORTS

The purpose of annual reporting is to demonstrate counties' compliance with the mandates of California Welfare and Institutions Code §14067 which requires CDHS to submit an annual outreach plan to the Legislature by April 1 of each Fiscal Year (FY) for which there is funding for OERU activities.

County performance progress measuring and reporting are requirements of the work plan. Starting Fiscal year (FY) 2006-07, counties are to measure their OERU progress towards meeting established OERU goals to ensure program accountability.

Accountability is determined by:

- Providing budget and expenditure figures in quarterly invoicing and reporting
- Measuring the progress towards successful implementation and achievement of individual performance measures
- Having a positive impact on the desired outcomes of the program. These outcome measures are the county's goals. If program activities are effective and successful, the county's goals will be accomplished.

While improvement in outcome measures is the long-term goal, more immediate success may be demonstrated through the performance measures that are shorter term, incremental, intermediate and or precursors for the outcome measures. To that end, the use of performance measures should track the success of the programs over time in quarterly reports and summarized in the annual report.

The county's annual report will address both the Medi-Cal and Healthy Families programs for children, and include both descriptions of activities performed for the current year and activities to be performed in the upcoming year. The county's annual report will:

- Summarize and document the progress the county allocation plan has made towards achieving their goals and objectives in the current year and
- Include the revised OERU proposed plan for the upcoming FY.

The county's annual report will be comprised of a short narrative summary (4 pages maximum) and a standardized reporting format for each objective that will be provided by the State via an OERU Program All County Letter. The annual report must:

- Be complete.
- Be substantive enough to clearly describe progress made toward completion of allocation requirements, yet succinct.
- Be submitted electronically and by mail copy (2 signed copies) in accordance with the annual report submission requirements.
- Be submitted timely according to the following schedule for years 2006 through 2008:

Annual Report Schedule		
Due By	Period Covered	
	From	To
January 31, 2007	October 2006 or upon plan and budget approval	December 31, 2006
January 31, 2008	January 1, 2007	December 31, 2007
January 31, 2009	January 1, 2008	December 31, 2008

Current Year Report will describe the results of the OERU efforts ending December 31.

- A description of each major OERU goal, objective and strategy used.
- An accurate reflection of the county's significant OERU accomplishments, lessons learned and successes in meeting performance measures and goals.
- Specific deliverables and activities accomplished.
- The county's analysis of their OERU activity achievements versus the projected outcomes specified in the county's approved OERU plan and budget.
- Data from the quarterly reports and other sources to support the analysis. When the performance measures are reported as percentages, the report must also include the data the percentages are based upon. Include steps taken to validate the data and ensure appropriate tracking.
- Geographic areas and special populations targeted.
- Outreach coordination efforts.

Upcoming Year Plan will describe the OERU plan for the next FY including:

- Specific milestones and objectives to be completed for the upcoming year and the anticipated budget.
- Proposed enhancements and updates to the county OERU plan based on prior year data, performance measures and monitoring.
- A general description of each strategy or method to be used for OERU.
- Geographic areas and special populations to be targeted, if any, and why the special targeting is needed.
- OERU coordination efforts.

CDHS will review and must approve the annual OERU reports. To ensure prompt resolution of any issues, CDHS may require counties to provide:

- Additional clarification or revision to annual report
- Plan modifications to ensure OERU goals are met

- Other remedies recommended by CDHS

To assess overall progress of the county allocation plan and based on quarterly and annual reports CDHS may also:

- Conduct site visits for performance and auditing purposes, as necessary
- Meet individually with counties on a periodic basis to review county allocation program status and to discuss any concerns related to the project.
- Recoup or withhold all or part of a county's allocation if reports are not submitted timely or in the event of non-performance.

Other Required Reports

If additional reports are determined necessary by CDHS, an OERU Program All County Letter will be released to provide instructions for a required report. Such reports may include a revised format for the quarterly report to be submitted with the final invoice or to provide information requested by the legislature.